|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quarter & Year | [ ]  Summer [ ]  Fall [ ]  Winter [ ]  Spring | Year:  Enter Year Here | Type:  | [ ]  Add [ ] Cancel [ ]  Change |
| Location: | [ ]  Lummi [ ]  Muckleshoot [ ]  Nez Perce [ ]  Nisqually [ ]  Port Gamble[ ]  Swinomish [ ]  Tulalip [ ]  Work Force Other:  |
|  |
| Course Information | *Adding a class, fill out all information EXCEPT for Section code.**Canceling a course, fill out first line of Course Information.**Changing a course, fill out first line & ONLY the class information that is being changed.* |
| Course Department (ENGL,MATH,CMPS)Click here to enter text. | Course #(CEU courses end with a U)Click here to enter text. | Credit Amount1 clock hr = .1 crClick here to enter text. | Section Code*Leave blank if adding a class* |
| Course Title – Cannot exceed 30 characters including spacesClick here to enter text. |
| Time (Begin-End)Click here to enter text. | Days – Check all that apply[ ] M [ ] T [ ] W [ ] R [ ] F [ ]  S [ ]  U | Seat LimitClick here to enter text. | Location/Building/RoomClick here to enter text. |
| Start DateClick here to enter a date. | End DateClick here to enter a date. | Instructor ID Click here to enter text. | Instructor NameClick here to enter text. |
| Exclude from Tuition | [ ]  Yes [ ]  No | Course/Materials Fee | $ |
|  |
| Special instructionsClick here to enter text.  | Submit to CEU Coordinator* Implementation form
* Course Syllabus and outcomes
* CEU Enrollment form
* Copy of student’s Tribal ID or CDIB
* Flyer/Agenda
* Evaluation/Assessment

CEU Coordinator submit to Enrollment * Completed & signed Implementation form
* Completed & signed CEU enrollment forms
* Copy of student’s Tribal ID or CDIB

**Must have all documents submitted to be entered.****Must be submitted within 5 days, as per CEU Procedure.** |
| Approvals/Signatures Electronic Signatures will NOT be accepted, please print & sign |
| CEU Coordinator: |  | Date: |  |
| Dean Authorization: |  | Date: |  |